

INSPECTION GENERALE DE L'ENSEIGNEMENT PRIMAIRE, SECONDAIRE ET PROFESSIONNEL 2015

IV QUESTIONNAIRE CODE DE L'EPREUVE

M38

Q20

S4

H4

N° ADMINISTRATIF

ENGLISH TEXT

Today Mr. Christopher's secretary, Elizabeth, gets a telephone call from a man called Thomas BILL. He has an introduction to Alexander & Christopher Ltd. from a mutual acquaintance, Jim Peterson. Mr. Bill is only staying in London for a few days and he telephones to fix an appointment to see Mr. Christopher. Elizabeth tells him that Mr. Christopher is very busy and suggests a later date. But Mr. Bill, who is rather short-tempered, expects that he can have an appointment whenever he wants one.

He also asks if he can see over the factory itself to see how a wide range of office furniture is made. Elizabeth has a good secretary's sixth sense that this might be a valuable customer, so she finally fixes an appointment for him at half past three that afternoon. When Mr. Christopher comes into the office she tells him about the appointment. As Mr. Christopher is so busy, she suggests that she herself should show Mr. Bill round the factory where he could see our office block with all the administrative departments: Sales, Accounts, Personnel, Market Research, Warehouse and our three workshops with a show room.

At last, Mr. Christopher reluctantly agrees to see him. He also remembers that the mutual acquaintance, Peterson, is a great talker who in the past has wasted a lot of time and then bought very little. He thinks that perhaps his friend, Mr. Bill, will be the same, so he warns Elizabeth to interrupt the interview after a short time with the excuse that there is someone else waiting to see him.

Elizabeth shows the guest round the works and Mr. Bill has indicated that he wishes to place a large order for office furniture. Luckily Elizabeth knows her boss very well and is not at all surprised by his sudden change of mood.

QUESTIONS BASED ON THE TEXT

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1. According to the text, Christopher is associated with :

1. Alexander. 2. Christopher. 3. Elizabeth. 4. Peterson. 5. Bill's wife.

2. The idea that Peterson allows Bill to get in touch with Christopher is clearly expressed in the paragraph (s) :

1. one. 2. two. 3. three. 4. four. 5. two and four.

3. Mr. Christopher shortened his dialogue with Mr. Bill because :

1. his visitor could be talkative.
2. he was very busy.
3. his guest bought very little.
4. Elizabeth interrupted him.
5. his customer promised to buy a lot.

4. Suppose that you were a boss, the profile of the secretary you wouldn't like to work with is :

1. serious, hard worker, courteous.
2. well-bred, patient, amiable.
3. boastful, indiscreet, rude.
4. honest, friendly, courageous.
5. efficient, kind, conscientious.

QUESTIONS OUT OF THE TEXT

5. "As Mr. Bill and his friend insisted to Elizabeth to have an appointment in the afternoon, she talked to and asked to defend during the interview." The missing words to complete this sentence are :

1. her/herself 2. them/themselves 3. us/ourselves 4. him/himself 5. you/yourselves

6. "If Bill doesn't write a letter, Christopher and Elizabeth all about him." The correct form of the verb to complete this sentences is :

1. would know
2. would have known
3. knew
4. will know
5. won't know